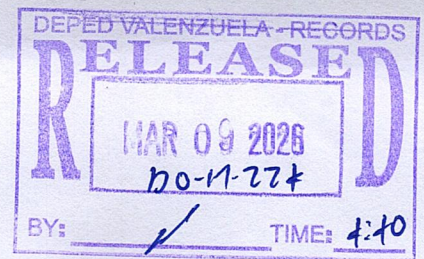




DepEd ICT Unit

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Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**SCHOOLS DIVISION OFFICE - CITY OF VALENZUELA**

Office of the Schools Division  
Superintendent

**DIVISION MEMORANDUM**

No. 0231, s. 2026

**OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING AND  
NONTTEACHING PERSONNEL DURING THE HOLY MONTH OF RAMADAN**

To: OIC, Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors & Public Schools District Supervisors  
Division Unit Heads and Specialists  
Public Elementary & Secondary School Heads  
The Concerned Public

1. Enclosed is a copy of Regional Memorandum No. 017, s. 2026 dated 06 March 2026 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development and Infrastructure relative to the above captioned, the content of which is, self-explanatory, for information and appropriate action.
2. Particular attention is invited to paragraph nos. 2 - 6, of said memorandum, for reference.
3. Immediate dissemination of this Memorandum is earnestly desired.

**NOEL D. BACANO**  
Schools Division Superintendent

Encl.: As stated  
References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

**OFFICIALS                      TRAININGS                      SEMINARS**

ASDS/DM - OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING AND  
NONTTEACHING PERSONNEL DURING THE HOLY MONTH OF RAMADAN  
\_\_\_\_\_/March 09, 2026



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Republic of the Philippines  
**Department of Education**

MAR 06 2026

DepEd MEMORANDUM  
No. **017**, s. 2026

**OBSERVANCE OF FLEXIBLE WORKING HOURS FOR MUSLIM TEACHING  
AND NONTEACHING PERSONNEL DURING THE HOLY MONTH OF RAMADAN**

To: Undersecretaries  
Assistant Secretaries  
Minister of Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
Attached Agencies  
All Others Concerned

1. The Department of Education (DepEd) recognizes and upholds the right of all teachers, learners, and nonteaching personnel to freely exercise their religion and observe their faith without discrimination or favoritism, in accordance with Section 5, Article III (Bill of Rights) of the 1987 Philippine Constitution.
2. The **Holy Month of Ramadan**, beginning on **February 19, 2026**, and concluding on **March 20, 2026**<sup>1</sup>, with dates subject to the sighting of the moon, is recognized by the Department. DepEd respects the rights of all Muslim personnel to observe fasting during this period while ensuring the uninterrupted delivery of basic education services. Alternative Delivery Modes (ADMs) are encouraged for Muslim personnel and learners who may face unique circumstances, such as fasting during the day and performing prayers at night and at dawn, particularly during the last ten days of *Ramadan*.
3. In accordance with the government's efforts to recognize and enforce Philippine Muslim holidays, the following policies and resolutions were issued to regulate office hours for Muslim teaching, nonteaching, and related teaching personnel in the Department during the Holy Month of *Ramadan*, as well as the implementation of ADMs.
  - a. Paragraph No. 2 of Civil Service Commission (CSC) Resolution No. 81-1277, dated November 13, 1981, and Item No. 3 of Presidential Decree No. 322, s. 1973, modify the official hours of work to allow Muslim personnel observing the fast during the month of *Ramadan* to render work hours from 7:30 a.m. to 3:30 p.m. without a noon break;
  - b. DepEd Memorandum No. 291, s. 2008, titled "Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers" requires six hours of actual classroom teaching and two hours of work within or outside school premises for teaching personnel; and

<sup>1</sup> Based on the issuance of National Commission on Muslim Filipinos (NCMF) Memo dated 17 February, 2026. Subject for further issuance of NCMF on the exact period of the Holy month of Ramadan.

- c. ADMs, as defined in Annex 3 (Flexible Learning Options: ADMs and Alternative Learning System) of DO 021, s. 2019 (Policy Guidelines on the K to 12 Basic Education Program), cater to learners who are officially enrolled in the formal system but face unique circumstances that hinder them from regularly attending classes in schools.
4. In relation to this, all DepEd Muslim personnel nationwide, **whether permanent, job order, contractual, temporary, or under a contract of service, and who are observing the fast while working during the Holy Month of *Ramadan***, are permitted to work under flexible working hours that begin from **7:00 AM to 9:00 AM** and end from **3:00 PM to 5:00 PM**, without a noon break to render a total of eight (8) hours per day.
5. All DepEd Muslim personnel and learners who are fasting during the day and praying at night and at dawn in quest of ***Laylatul Qadr*** (Night of Decree) are encouraged to observe ADMs only during the **last ten days of *Ramadan***.
6. An orientation for Muslim parents and learners shall be conducted by the schools on the use of ADMs before the last ten days of *Ramadan*.
7. For more information, please contact the **Bureau of Human Resource and Organizational Development-Personnel Division**, 2nd Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [bhrod.pd@deped.gov.ph](mailto:bhrod.pd@deped.gov.ph).
8. Immediate dissemination of this Memorandum is hereby directed.

By Authority of the Secretary:



**WILFREDO E. CABRAL**  
Undersecretary  
Human Resource and Organizational  
Development and Infrastructure

References:

DepEd Order (Nos. 021, s. 2019; 023, s. 2018; and 16, s. 2009)  
DepEd Memorandum Nos. 020, s. 2025; 018 s. 2024; and 013, s. 2023

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
CELEBRATIONS AND FESTIVALS  
EMPLOYEES  
OFFICIALS

SCHOOLS  
TEACHERS  
WORK HOURS